

NEW FORM – Rental Application Comments from Membership
February – March 2017

1.		Looks good. Many of renters will not have enough patience to fill in the small spaces.
2.		Needs Pet info spaces
3.		EXCELLENT...
4.		Excellent form and much needed. Covers issues I have had with the old Rental Application. No changes noted.
5.		This is a good form.
6.		Looks good. thanks
7.		I love the form...very thorough. MAHALO :-)
8.		Great Job! Prior to signing, does it need to say that they give us permission to run credit, contact references etc?
9.		Thank you for working on a Rental Application! I hope the following suggestions aren't too cumbersome. Could the signature page be on the last page to cover employment, etc., for verification and authorization?
10.		I love this form and it is perfect to standardize the process for all property managers throughout Hawaii.
11.		This rental form is SO inadequate.
12.		the details on the following pages are great.. everything in one place on one form.. great job
13.		Thank you for your hard work on creating this new form.
14.		- There should be some kind of authorization to release information from landlords, previous landlords, references, employers, banking etc. etc. etc. Most landlords will not release information without a signed consent form from the applicant. Same goes with Human Resources at Hotels, State, County and government.
15.		There should be a RENTAL VERIFICATION FORM for the applicant to sign when he applies. I made and use my own form but for a lot of military especially the ones that live on base you need to call a Housing Director. They will not give you any info over the phone, you need to fax the office a release of information form signed by the applicant, they will sign it and fax it back to you. I believe this is helpful because no realtor should be releasing information verbally over the phone without the tenants written approval. I have questions listed on that form for the Property Manager, Housing Director or Landlord to complete to verify the applicants tenancy, rate of rent, violations, pet on property, balance outstanding, etc.
16.		We would like applicant's authorization and approval to contact and receive information from their employers and references.
17.		PLEASE INCREASE fonts and fields.
18.		Page 1 1. Too long. Should be at MOST two pages
19.		I suggest there be no promises anywhere in the application as to when a decision will be made. Thank you for considering the revisions.
20.		I would prefer to have the copy of the ID WITH the application. When you run their credit, you may have to include information from the ID/Driver's License like the state, date of birth, drivers license number, etc. Asking for it when they SIGN a lease is a little late as far as I'm concerned.
21.		Have you ever used, possessed or sold illicit drugs or narcotics in the past? Have you ever been charged with Domestic Violence or had an Order of Protection filed against you? Are you a registered or unregistered Sex Offender? Have you had a total of \$1000 or more unpaid collections in the last 7 years? Do you have any outstanding electric, water, cable or phone bills?

		Do you intend to have water filled furniture in the rental unit?
22.		Where did you find this property advertised/listed for rent?
23.		My atty. has advised to not name minors on the rental Agreement and possibly the application because doing so might obligate you to having to name those minors in a subpoena, unless I misunderstood
24.	Page 1	the type on page 1 is a bit small, could use more space.
25.	Page 1	pg1 Fill-in lines (Add); Make fill-in lines longer to accommodate appropriate and hand written information. i.e. "faxed to managing agent ____" You would have the agent's name, fax number and instructions. Additionally, if you continue with this smaller font – you'll have a smaller space between the lines. We still have a lot of applicants hand writing their applications. Making the font larger and the space between the lines larger will help applicants and the public at-large.
26.	Page 1	pg 1 (Add)- Identification and disclosure; We should be identifying the Real Estate Company and agent. Providing contact information and appropriate disclosures on page one of this application. This is no different than a sales transaction when it comes to disclosure and the exchange of information to a customer/tenant. pg 1 - FONT (Add); TOO SMALL. Please consider making larger. I as well as my older customers and clients have a hard time reading your new forms in such small print. I have to re-print in a large format on 11X17 sheet so they are able to read. Our objective should not be - saving paper by minimizing the font and thus squeezing everything into a minimal of pages. I can't see any other benefit for the smaller font. I would think that having a legible form is more important and a small font.
27.	Page 1, Application	Application: *All adult occupants must submit a completed Rental Application * List the full names of all occupants who are minors Submitting Rental Application: * Web based rental application and payment option available at : (URL of Brokerage Website)
28.	Page 1, Application	1. Under "Application" a. App fee is payable to _____ (this line should be longer for company name)
29.	Page 1, Application	2). Under Application can you please add: "Copy of driver's license or if no driver's license, copy of State or Federal I.D. "
30.	Page 1, Application	- I usually do not accept personal checks for application fees. Often times if tenants do not get the unit their application fee check either bounces or they stop payment on their checks. I only accept cashier's check, cash, or money orders.
31.	Page 1, Application	Add: Additional applicant fields. Add: Photo copy of Drivers license or State ID.
32.	Page 1, Application	Add under "rental applications are evaluated by RENTAL HISTORY, credit & income qualifications.
33.	Page 1, 1 st para. Bullet #3	The Rental Application looks good, but please consider the suggestions below: 1) (Application fee is payable to ,, by " can you change "check, cash or money order" to "cashier's check, cash or money order" as we have had personal checks that had non sufficient funds.
34.	Page 1, Application, Bullet #4	Can you also add for Verification of employment and income - "if Self-Employed, please provide last 2 years tax return and last 2 month's bank statement."
35.	Page 1, Application, Bullet #4	b. Verification income: Add "2 mos. pay stubs, bank statements
36.	Page 1, Application, Bullet #4	pg1 Add: Since we basically collect personal and financial information- We go to great lengths to protect that information. This issue has become a hot topic for everyone concerned in the processes. It would be nice to advise applicants of this fact - what happens to their information if their application is not accepted. i.e. If your application is not accepted it will be shredded within 5 working days unless other arrangements have been made in-advance with the

		managing agent.
37.	Page 1, Submitting Rental Application	"Submitting Rental Appl" - Delete. We how it came.
38.	Page 1, Submitting Rental Application	Under "Submitting Rental Application" suggest drawing the 4 lines out to the margin to allow additional space.
39.	Page 1, last paragraph	Page 1, some offices accept application fee payments online. Could we provide verbiage for that?
40.	Page 1, Processing	Page 1: Processing. a. I believe most PM companies do NOT accept personal checks for the payment of the security deposit and first month's rent. Must be paid in CERTIFIED funds.
41.	Page 1, Processing	pg1 Processing (Add to first line): Give us some flexibility to the 48 hours processing. Yes, it normally takes about 48 hours to process... in a perfect world. But,. the number of applicants has less to do with our processing time than - getting a hold of the applicants employer, applicants various verification, current and/or past landlords - all these calls/return calls impact how long it takes to process an individual application. Once, that's done – then we run the credit and that may or may not generate more questions and calls. So, in a perfect world 48 hours to 96 hours – it all depends. pg1 Processing (Delete): Remove personal check. We do not accept personal checks for the application as in the past - people have bounced their application fee. Cash, cashiers check or money order only - has not been a problem. pg1 Processing (Delete): Last two sentence - delete and/or provide us some flexibility like a multiple choice selection box.... to allow us to tailor our process -- Once we approve an applicant, we offer the rental to the applicant, as ask them to put a deposit to hold the rental, we agree on a move-in date and rental amount, and we sign the rental agreement on/or before the move-in date.
42.	Page 1, Processing	Please removde 48 hours processing time. Many times the tenant references do not respond within the 48 hr. timeframe.
43.	Page 1, Processing, Bullet #1	In regards to "Processing:", could the evaluation also be based on good rental history? If Application is for qualification purposes only and we show interior only if applicants qualify for unit , could the "***Once approved..." be modified to allow showings and not only for signing of a Rental Agreement? Is there a disclosure that needs to be mentioned (i.e., we represent the property owner)? Mahalo!
44.	Page 1, Processing, Bullet #1	My comments are as follows: The first Bullet Point states a response will be provided with a specific time frame . This inclusion will insure that MANY agents will not use the form. Often the landlord/ agent wants to take their time to explore the range of tenants interested in the property. This time frame sets an unworkable timeline. An application form is not for the benefit of the tenant it is used to collect important information for the Owner. Most owners would not want to rush to judgement on accepting a tenant. Taking some time to find the best fit is a key to success when finding tenants. The tenant can withdraw at anytime, the applicant should NOT be given any time frame.
45.	Page 1, Processing, Bullet #3	Rentals Applications are not just evaluated based on credit and income qualifications. This statement may lead applicants to believe that we will not consider previous rental history, criminal background, etc. It is understood that we have to be careful about rejecting people based on criminal past, however, the question is already posed in Personal Information
46.	Page 1, Payments	Payments: I would add online payments as well as cash, check, money order or wired funds.
47.		"At time of signing...Pmt of Sec Dep": add "Cash"
48.	Page 1, Last Paragraph	Bottom of PG1, insert "Applicant Comments" and 3,4,5 Lines for notes.
49.	Page 1, Last Paragraph	Last sentence. Security Deposit shouldn't be accepted in the form of personal check
50.	Page 1, Last Paragraph	Methods of acceptable payment should have check boxes and also include

		cashiers check. (we do not accept personal checks) Add to applications are evaluated.... references and verification of information provided.
51.	Page 2	pg2 Rental Application Fee; (Delete) Remove personal check. Cash, cashiers check or money order only.
52.	Page 2, Box under Rental Application heading	Rental Applications are evaluated on all information provided including credit, income, references and previous rental history. You may pay by cash, Money Order, Cashiers Check, Personal Check or web based payment service (see Website URL)
53.	Page 2, Box under Rental Application heading	Payments: I would add online payments as well as cash, check, money order or wired funds.
54.	Page 2, Box under Rental Application heading	DESIRED MOVE-IN DATE: DESIRED LENGTH OF LEASE You would be surprised how many tenants only want a 3 or 6 month lease! Need to add the following: Tenants are responsible for paying GET and TAT taxes if your lease is less than 180 days. About 95% of tenants and 75% of agents are NOT aware of this! 100% of Landlords do not know this. I have been a rental agent for 15 years, and have experienced almost everything out there. I am sure I can go on and on, but then the application will be over 10 pages long!
55.	Page 2, Proposed Tenants/Occupants	Add: "Date of Birth" for the person completing the application. This information is required to run credit reports on some sites.
56.	Page 2, Proposed Tenants/Occupants	- complete information should be required for ALL proposed tenants, not just the first one
57.	Page 2, Proposed Tenants/Occupants	On page 2 of application, APPLICANT, instead of Proposed Tenants. - Add DOB
58.	Page 2, Proposed Tenants/Occupants	pg2 Proposed Tenant/Occupants (Add): Add maiden/other names used. This helps us track applicants - especially when other names pop up on their credit reports. pg2 Proposed Tenants/Occupants (Add): Other Occupants - increase length of lines/ to end of page. Sometimes you have a large family.
59.	Page 2, Proposed Tenants/Occupants	4) Proposed Tenants/Occupants: Can you add a line for "Maiden/Other Names Used."
60.	Page 2, Proposed Tenants/Occupants	Page 2 4. Proposed Tenants: Add: "All adults must submit an application" 5. Personal info
61.	Page 2, Proposed Tenants/Occupants	great to see a reference to "animals' included on app. Perhaps indicate that a separate security deposit will be applicable.
62.	Page 2, Proposed Tenants/Occupants	in the animal section: are you willing to do pet security deposit?
63.	Page 2, Proposed Tenants/Occupants	c. The question regarding animals is understood to include service animals, but perhaps the possible need to also pay a pet deposit (excluding service animals) should be mentioned.
64.	Page 2, Proposed Tenants/Occupants	In 25.that same vein, what about PETS? I saw no questions in the app about whether a party has pets.
65.	Page 2, Proposed Tenants/Occupants	. - should not assume that animals/pets are allowed
66.	Page 2, Proposed Tenants/Occupants	Any Pets/Animals to be kept on property require prior approval. List type of pet and attach a complete Pet Application. Note: A refundable Pet Deposit equal to or less than one month's rent may be required by Landlord in addition to a Security Deposit.
67.	Page 2, Proposed Tenants/Occupants	Section that describes animal (pets), should have the Breed. This is very important, because many insurance companies will not insure a house if you rent to tenants with certain breeds (ie. Pitt Bull, Rottweiler, Doberman pinscher, etc). I would also include:
68.	Page 2, Box #2	Is there room enough to add a third Landlord? Some people move a lot and the third would show that more clearly esp. if dates of occupancy be included to also show gaps in tenancy, if any.
69.	Page 2, Box #2	pg2 Housing Information (Add) add another previous address block. So, you'll have history on three properties. pg2 Housing Information (Add): Add

		contact info email, cell phone, work phone, contact for landlords.
70.	Page 2, Box #2	Housing Information: Can you change "How long at this address" to "Date you moved in (month/year)" and "Date you left (mo/year)." After Amount of rent Paid: Can you add another line of "rent or own?" Sometimes applicants own their place where they are currently living. Hmm, maybe you should delete "rent" from Amount of rent Paid" and just put "Amount paid: \$" 6) Please also add another Previous Address (as sometimes they previously lived at another place for a short time) so that there are 2 Previous Addresses they can fill out.
71.	Page 2, Box #3	In Personal Information 2: While all MY properties are non-smoking, I think it's presumptuous to state that "Our properties are all non-smoking." Perhaps this needs to be a check box? Or an "are/are" not choice?
72.	Page 2, Box #3	I thought we are not allowed to deny an application if they were a convicted felon? Based on Disparate Impact discrimination? I keep getting emails to sign up and take a class on: Disparate Impact and HUD Guidance Letter on Criminal Background checks Demystifying the Supreme Courts Fair Housing Discrimination Ruling, Disparate Impact and the Latest Word from HUD On Tue, March 21, 2017, @ Available all day Presented By : Paul Flogstad Thanks!
73.	Page 2, Box #3	Page 2: Personal Information. a. Perhaps the question about Renter's Insurance should be revisited. Indicating that it's not required would be a liability for any PM. b. Don't understand the need for the question asking how long an applicant has lived in Hawaii. Thank you for the opportunity to comment.
74.	Page 2, Box #3	Pg2 Personal Info - We do not allow smokers or pets unless medically approved; however, should you eliminate the "Our properties do not allow smoking", for those owners who DO allow.
75.	Page 2, Box #3	pg 2 Personal Information (Add): After or with item #7 - include Are you on parole? If yes, Parole Officer _____ Contact Number: _____ Email _____ Please briefly explain the circumstances surrounding your probation. _____
76.	Page 2, Box #3	"Does anyone in your party smoke? " are smokers protected under fair housing? What is the purpose of the Bank data fields? We can't use for reference.
77.	Page 2, Box #3	Page 2, applicants personal information must include Date of Birth. I understand from our collection agent that beginning in October 2017, the credit bureaus will not accept collection submissions without DOB.
78.	Page 2, Box #3	Page 2, applicants personal information must include Date of Birth. I understand from our collection agent that beginning in October 2017, the credit bureaus will not accept collection submissions without DOB.
79.	Page 2, Box #3	# 2: Have a YES/NO box as not ALL our props are non-smoking 6. Personal Info #8: Delete. Tenants don't remember Page 3 7. Personal
80.	Bottom of Page 2	Bottom of page 2 of 3, whereby applicant authorizes rental agent to run their credit, this should be at the bottom of page 3, signed by both tenant and rental agent and/or Landlord. W/O this authorization, property managers cannot run tenant's credit report. There should be verbiage to the effect of: "any misrepresentation or false statements are subject to termination of lease.
81.	Page 2, Signature Line	For Applicant signature, need more lines
82.	Page 2, Signature Line	pg 2 Applicant Signature (Move) Recommend moving applicant approval to page 3.
83.	Page 3, Box #1	pg3 Employment Information (Add): add another Previous Employer. Many applicants have multiple jobs and/or previous jobs. Three blocks for Employer would be my minimum.
84.	Page 3, Box #1	8) Previous Employer: Can you change "How long employed" to Date began (mo/yr) and Date left (mo/yr) Also add another "Previous Employer" paragraph

		as some applicants may have been employed for a short amount of time.
85.	Page 3, Box #2	9) Military Personnel Only: Can you change "Length of Service to "Date Enlisted (mo/yr)?" Thank you for your consideration.
86.	Page 3, Box #3	pg3 Bank Data (Add): Bank Name - add account number. since most are resistant to putting the entire account number. How about a compromise... Last four numbers of the account. The importance is if the applicant is a little weak in the income and credit side but has a bunch of money in an account... I want to verify the money in the account. But, at the same time I want to verify that they applicant was truthful on their application - I'm looking to make sure I have the same account as listed on their application.
87.	Page 3, Box #3	Page 3, perhaps we could inquire about more bank data and less auto data. i.e. car loan, personal loan, credit card balances
88.	Page 3, Box #3	You may want to consider more lines for banking and asset location and less for Autos. In the event a landlord has to chase a delinquent tenant the more information on asset accounts is far more valuable. Remember this form is for the benefit of the OWNER. Why would an owner care if a tenant had 4 automobiles ? You can limit the number of cars on your lease . Also lengthen the line for Bank and shorten the one for Branch.
89.	Page 3, box #4	Refs: delete "Hawaii Resident preferred." Personal Refs: Use a check box for "Emergency Contact". It is always one of the other people listed.
90.	Page 3, Box #4	Please add Email and Address fields to Personal References and Emergency contact. Add signature line for additional applicants. Thank you
90.	Page 3, Box #7	I thinking that the Housing Assistance & Case Worker lines in the "Employment Information" box at the top of page 3, should be relocated to the bottom of the "Housing Information" box in the middle of page 2. That way the rent paid and current support amount can be more readily obtained for the total rent.